



## Join Our Team: Exciting Career Opportunities Await!

### About us

The Thai Institute of Directors Association (Thai IOD) is a leading organization committed to enhancing director professionalism and corporate governance in Thailand. Thai IOD, a not-for-profit membership organization, was founded with support from key institutions in Thailand's capital market, including The Securities and Exchange Commission, The Stock Exchange of Thailand, The Bank of Thailand, The Capital Market Development Fund Foundation, and The World Bank.

*Become part of an organization that cares about society and sustainable growth.*

## Manager – Human Resources

### Role Purpose:

The HR Manager is responsible for leading the entire human resources function, ensuring alignment with HR strategic objectives and adapting to fast-paced, dynamic work requirements. This role demands a well-rounded professional who is a quick learner, skilled multi-tasker, and critical thinker, capable of making and proposing sound decisions and rational solutions. The incumbent will manage talent acquisition, development, compliance, HR systems, and contribute to organisation-wide development.

### Key Accountabilities:

1. **HR Strategy Execution:** Align yearly HR actions plan and KPIs with HR Strategy and ensure successful implementation.
2. **Talent Acquisition:** Lead recruitment efforts, develop sourcing strategies, conduct interviews, and collaborate with hiring managers.
3. **Talent Management:**
  - **Onboarding:** Develop and oversee onboarding programs for new employees.
  - **Performance Management:** Implement evaluation systems and facilitate the whole process from goal setting to rewarding.
  - **Career Management & Development:** Administer career development programs and succession planning.
  - **Offboarding:** Oversee the offboarding process, including exit interviews and documentation.
4. **HR Systems Management:** Oversee HRIS implementation to streamline processes.
5. **Policies and Procedures:** Develop and maintain HR policies and procedures.
6. **Organization Development:** Collaborate with leadership to drive organizational change initiatives and foster a positive work culture, including but not limited to core values, employee engagement, competencies, and other organizational change management and communication.
7. **Safety, Occupational Health and Work Environment (SHE):** Oversee basic SHE compliance activities.

### Qualifications:

1. **Education:** Bachelor's degree in a relevant field with recognised HR credentials.
2. **HR Expertise:** Deep knowledge of HR principles, regulations, and talent management best practices.
3. **Technical Proficiency:** Proficiency in HRIS, talent management systems, and performance management tools.
4. **Competencies:** Demonstrates a high level of critical thinking, adaptability, interpersonal skills, systematic thinking, and change management.

5. **Attributes:** Must be a fast learner, detail-oriented, and organised, with the ability to juggle multiple responsibilities in a high-stakes environment.
6. **Skills:** Strong capabilities in OD tools, employee counselling, and advanced proficiency in MS Excel, Office 365, and AI applications for HR.

At Thai IOD, we offer more than just a job. We provide a challenging and rewarding career, competitive remuneration, 5-day work week with flexible working hours, and a hybrid working environment.

Visit our website: [www.thai-iod.com](http://www.thai-iod.com)

Interested individuals, please email your CV to [hr@thai-iod.com](mailto:hr@thai-iod.com) or apply here.